

~~SECRET~~

CONFIDENTIAL

17 December 1954

MEMORANDUM FOR: Chief, Plans and Research Staff

SUBJECT: Accomplishments of Calendar Year 1954.

1. The accomplishments listed below are not necessarily in the order of their importance, although some attempt has been made to so order them.

a. Achievement of greater coordination in the psychological services offered the Agency by the transfer of the Testing and Evaluation Branch of Placement Utilization Division from the Office of Personnel to the Assessment and Evaluation Staff where it becomes a Testing Services Branch.

b. Wider use of the services offered by A & E.

(1) There has been much more work for the Office of Personnel. The support given this office in the development of the Fitness Report is one example.

(2) Offices of the DDI have been availing themselves more frequently of the information that is available from our various testing programs. A few cases have been referred for assessment. Special research projects are being undertaken for ORR.

(3) An examination to test the understanding of security principles has been constructed for the Office of Security. PP Staff has requested assistance on special projects.

c. There has been steady progress in all standard programs.

(1) The Assessment Branch has expanded, particularly in the field of covert assessments. A safe house has been procured, and most cases of this kind are being performed there.

(2) Training evaluation methods have improved. The year is closing with intensive drive procedures in the Clandestine Methods and Techniques Course. The Language Aptitude Testing Program has been improved both in its validity and in its use.

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

-2-

(3) The EOE testing program has been markedly improved. It is much broader in scope and has a wider usefulness in understanding the assets and limitations of individuals.

(4) A new program adapting the work of all branches has been developed to assist in the selection of Junior Career Development personnel.

d. On the Administrative side, the quarters have been reconstructed to make them more suitable. Job descriptions have been written, and the organization has become more closely integrated. The philosophy that individuals going through A & E procedures should be told as much, rather than as little, as possible has been implemented in the following ways: Providing scores on the Strong Interest Blank; providing the results in Foreign Language Aptitude testing; providing a record of the students' achievements in the various training courses.

25X1A

25X1A9a

Assessment and Evaluation Staff

CONFIDENTIAL

~~SECRET~~